1

Publications.

9. When the study of a subject is completed, the results should be embodied in the form of a

(1) note or memorandum,

(2) leaflet or bulletin or

(3) responsibility sheet )

which should be forwarded for the consideration of Government. These publications will be numbered in a separate series for each division and such of them as are of permanent interest will be printed after approval. Memoranda, etc., prepared by the several departments will, if printed, bear the serial numbers of the division in which the department is included.

## ORGANISATION AND DEVELOPMENT WORK BY DEPARTMENTS OF GOVERNMENT.

*Increasing the efficiency and technical knowledge of Government officers.*

10. Besides the central organisation referred to above, there should be a departmental organisation on similar lines for every one of the departments of Government. Every head of a department should be requested to map out the work requiring to be done in furtherance of these objects and prepare

Preparation of lists.

(1) a list of important questions (a dozen or more) requiring consideration at a time.

(2) a list of subjects for study, that is, subjects connected with the department in which individual officers may usefully specialise.

and other officers, whenever he thinks necessary, for consultation and consideration of important subjects. -- Appendix II shows the Members of Government, the organising secretaries and the principal officers associated with the work of each division.

Preparation of lists.

8. The following lists should be maintained for each division:-

(1) A "Current List" of half a dozen or more important items appointed for 4 months at a time. The number of subjects may be more in one division and less in -- another according to circumstances but the total number under active consideration at any one period may not exceed thirty.

(2) A "Reserve List" of subjects to be taken up as the current ones are disposed of. The list -- should be divided into two -- parts as under:-

(a) Subjects to be taken up for a year to come.

(b) Subjects to be considered after one year.

The lists should be examined and brought up-to-date and stock taken of the progress made, once in four -- months, viz., in January, May and -- September every year.

The current lists for the -- ensuing period of four months and a list of reserve subjects are appended. A perusal of the latter will afford an idea of the volume of development work that awaits handling and the need for taking steps to ensure that it is systematically attended to.

Method of work.

11. The questions and subjects in these two lists should be distributed among the subordinate officers of the department according to their aptitude and capacity. As a rule, no officer should be expected to take up more than three questions for development or more than one subject at a time for specialization.

The list should be revised and progress reviewed once every half year, in the months of January and July, by the head of the department who should -- forward a copy of his review to Government for information, along with copies of the revised lists which will be -- recorded in the Secretariat after scrutiny and approval.

This arrangement will supersede the instructions contained in G. O. No. dated regarding submission of quarterly lists of important questions engaging the attention of departments.

Publications.

12. Notes, reports, etc., prepared on the different subjects should, if they are of any merit, be submitted to Government to be printed among the series of publications referred to in paragraph 9 above.

APPENDIX I.

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ORGANISATION & DEVELOPMENT WORK.

Main Divisions of Work.

I. ADMINISTRATION- GENERAL (Including Miscellaneous)
(1) Palace & Political
(2) Efficiency Audit
(3) Finance
(4) Account Audit Department
(5) All confidential work

II. REVENUE & LOCAL SELF-GOVERNMENT.

A. Revenue-
(1) Land Revenue
(2) Excise, Stamps & Registration
(3) Forests
(4) Revenue Survey & Inam.

B. Local Self-Government-
(1) Bangalore City Municipality
(2) Mysore City Municipality
(3) Trust Board, Mysore
(4) District Boards & Municipalities.

III. PROTECTION & MINOR DEPARTMENTS.

A. Protection-
(1) Courts
(2) Legislation
(3) Police
(4) Military
(5) Medical & Sanitary
(6) Prisons.

B. Miscellaneous-
(1) Mamlat
(2) Printing & Stationery
(3) Government Gardens & Museum
(4) Archaeology & Ethnographic Survey
(5) Meteorology.

IV. TECHNICAL.
(1) Public Works
(2) Electrical
(3) Railways
(4) Mines and Geology.

V. DEVELOPMENT - MORAL & MATERIAL.
(1) Organisation of economic work by Government and the people including Economic Conference work.
(2) Industries and Commerce
(3) Agriculture
(4) Education
(5) Co-operative Societies.

VI. PEOPLE'S PROGRESS - PUBLIC & SOCIAL.
(1) Social Service and reform
(2) Science, Literature, Art and Morals
(3) Business training & Business Morals
(4) Training for Civic duties.

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APPENDIX II.

ORGANISATION AND DEVELOPMENT WORK.

Responsibility for work by Main Divisions.

| No. | Name of Division. | Members of Government in charge. | Organising Secretary. | Helpers. | Principal Officers associated with the work. |
|---|---|---|---|---|---|
| I. | Administration General | Dewan | Financial Secretary | Private Secretary to the Dewan.<br>Assistant Secretary, Efficiency Audit Branch. | 1. General Secretary<br>2. Comptroller. |
| II A | Revenue | First Member | Revenue Secretary | Assistant Secretary, Revenue Branch.<br>Assistant Secretary, L.S.G. Branch. | 1. Revenue Commissioner<br>2. Mr.K.R.Srinivasiengar<br>3. Mr.C.S.Balasundaram Iyer<br>4. Mr.V.S.Thyagaraja Iyer<br>5. Excise Commissioner<br>6. Conservator of Forests<br>7. Mr.B.V.Ramiengar<br>8. Survey Superintendent<br>9. President, Bangalore City Municipality<br>10. Do. Mysore City.. and Chairman, Trust Board. |
| B | Local Self-Government. | | | | |
| XII A | Protection (4,5 & 6) | Extraordinary Member | General Secretary | Assistant Secretary, Judl.Br. | 1. Registrar, Chief Court<br>2. Mr.C.S.Doraswami Iyer<br>3. Mr.S.K.Balakrishna Rao<br>4. I.G. of Police<br>5. Chief Commandant<br>6. Senior Surgeon<br>7. Dr.H.Srinivasa Rao |
| | Protection (1,2 & 3) | Second Member. | | Under Secretary, General Branch. | |
| B | Minor Departments. | | | | |
| IV. | Technical Departments | Dewan and Second Member | Secretary P.W.D. | Under Secretary, P.W.D.<br>Under Secretary, Ry.Deptt. | 1. Mr.V.Rangasamiengar<br>2. Mr.S.G.Forbes<br>3. Mr.K.Krishna Iyengar<br>4. Mr.D.C.Dani<br>5. Dr.W.F.Smeeth. |
| V. | Development - Moral & Material. | Dewan and First Member | Secretary R. & A. | Assistant Secretary, Economic Conference.<br>Personal Asstt. to Secretary, Economic Confce. | 1. Mr.M.A.Narayaniengar<br>2. Mr.A.Chatterton<br>3. Dr.Coleman<br>4. Mr.M.Shama Rao. |

## DIVISION NO. I - ADMINISTRATION GENERAL.

| Serial No. | Subject. |
|---|---|
| 1. | Principles of recruitment of officers in the General and Technical Departments. |
| 2. | Introducing uniformity of work in all the Secretariats. |
| 3. | Definite rules for recruitment and promotions in the subordinate grades. |
| 4. | Collection of and arrangements for cataloging and preserving of all historical and confidential documents relating to the State. |
| 5. | Arrangements for inspection and stock taking in important offices by Secretaries and Members of Government. |
| 6. | Consolidation of important schemes introduced in recent years. |
| 7. | Development of the Efficiency Audit Schem |

## DIVISION NO. II - Revenue and Local Self-Government.

| | |
|---|---|
| 8. | Village Improvement Scheme. |
| 9. | Taluk and District Conferences. |
| 10. | Tank Panchayet Scheme. |
| 11. | Appointment of Special Assistants to Deputy Commissioners. |
| 12. | Appointment of Special Assistants to Amildars. |
| 13. | Settlement of Inamdars' claims to toddy revenue. |
| 14. | Giving effect to the reform announced in the Dasara Representative Assembly in respect of Local Self Government. |
| 15. | Town planning including consequential legislation. |

## DIVISION NO. III - Protection & Minor Department.

| | |
|---|---|
| 16. | Separation of Judicial from Executive functions. |
| 17. | Scheme of Military Settlements. |
| 18. | A Sanitary Survey of a typical city and village. |

DIVISION NO. IV - Technical.

| Serial No. | Subject. |
|---|---|
| 19. | Measures for the production of special metals. |
| 20. | Readjustment of Atchkat under Major Tanks |
| 21. | Development of workshops. |
| 22. | Development of Irrigation in the Cauvery Valley. |
| 23. | New Hydro Electri works in the State. |

DIVISION NO. V - Moral & Material.

| | |
|---|---|
| 24. | Training for Economic work. |

RD- LSG

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# ORGANISATION AND DEVELOPMENT SCHEME.

## List of Reserve Subjects.

| Sl. No. | Division. | Department. | Subjects. | Remarks. |
|---|---|---|---|---|
| I. | Administration General including Miscellaneous. | 1. Palace and Political (Confidential) | 1. A confidential compilation of the history of the relations of the Durbar with the Residency down to the Mysore Treaty. | |
| | | | 2. A booklet on official ceremonials observed in connection with the Viceregal visits, visits of Royal Personages and during the Dasara. | |
| | | | 3. A manual of existing orders on the -- Gandabherunda order. | |
| | | 2. Efficiency Audit. | 4. Conditions of public service in Mysore and elsewhere. | |
| | | | 5. Scheme for affording foreign training to departmental staff and for new recruits. | |
| | | | 6. Encouragement of research among officers. | |
| | | | 7. Arrangements for the regular supply of publications of other Governments. | |
| | | 3. Finance. | 8. Expansion, consolidation and utilization of State credit. | |
| | | | 9. Financing Capital Account Works. | Finance Committee. |
| | | | 10. Revision of financial forecast every - half-year. | |
| | | | 11. Railway Finance - State. | |
| | | | 12. -Do- - District Railways. | |
| | | | 13. Lines and development of financial policy and organisation for the next 10 years in the State. | |

| Sl. No. | Division. | Department. | Subjects. | Remarks. |
|---|---|---|---|---|
| I. | Administration General including Miscellaneous. | 3. Finance. | 14. Investigation of all possible new sources of revenue which can be developed within the next 5 and 10 years respectively. | Finance Committee. |
| | | | 15. Agricultural Insurance. | |
| | | | 16. Levy of Import and Export duties. | |
| | | 4. Account & Audit Department. | 17. Simplification of Government Accounts | |
| | | 5. Miscellaneous. | 18. A constitution for the Representative Assembly. | |
| | | | 19. Advisory Council for each District. | |
| | | | 20. Organisation of a Statistical Bureau. | |
| | | | 21. Organisation of District Durbars. | |
| | | | 22. Publication of year-books. | |
| II. | Revenue & Local Self-Government. | 1. Land Revenue. | 1. Defining the relations between landlords and tenants in inam villages. | |
| | A. Revenue. | | 2. Organisation of a Land Records Department. | |
| | | | 3. Revision of the Famine Code. | |
| | | | 4. Revision of the establishments of District, Sub-Division & Taluk Offices. | |
| | | | 5. Conservancy and development of topes and avenue trees. | |
| | | | 6. Throwing open some or portions of Amrut Mahal kavals for cultivation. | |
| | | | 7. Restoration and repair of minor tanks. | |
| | | | 8. Completion of Taluk and District handbooks. | |
| | | | 9. Decentralization of work in the Revenue Department. | |
| | | 3. Forests. | | |

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| Sl. No. | Division. | Department. | Subjects. | Remarks. |
|---|---|---|---|---|
| II. | Revenue & Local Self-Government -- A. Revenue | 3. Forests. | 10. Development of Forest resources. | |
| | | | 11. Village Forests. | |
| | | | 12. Opening of a Central Forest Research Institute at Bangalore. | |
| | | 4. Revenue Survey & Inam. | 13. Examination of the Survey Department with reference to the benefits to the State and the expenditure on the Department. | |
| II. | Revenue & Local Self-Government - B. Local Self-Govt. | 3. Trust Board Mysore. | 14. Mysore City Improvements. | |
| | | 4. District Boards & Municipalities. | 15. Holding of Local Boards Conference every year or once in two years. | |
| | | | 16. Introduction of -- Terminal Taxation in lieu of Octroi. | |
| I. | Protection and Minor Departments.- A. Protection. | ~~1. Courts.~~ | 1. Village Courts. | |
| | | 3. Police. | 2. Improvement of the morale of the Police. | |
| | | | 3. Recruitment to the Officer grade in the Police Department to be examined. | |
| | | | 4. Improved rules (like those of London and Bombay) for the behaviour of the Police towards the public. | |
| | | 4. Military. | 5. Examination of the working of the Military and Amrut Mahal Departments including the Kunigal Stud Farm. | |
| | | | 6. Recruitment to the Officer grade of the Military service and improvement of the status of Military officers. | |
| | | | 7. Pony breeding in Mysore. | |
| | | 5. Medical & Sanitary. | 8. System of recruitment to the Medical Department to be examined. | |

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| Sl. No. | Division. | Department. | Subjects. | Remarks. |
|---|---|---|---|---|
| III. | Protection and Minor Departments A. Protection. | 5. Medical & Sanitary. | 9. Reorganisation of the Sanitary and Public Health Departments. | |
| | | | 10. Preparation of a Sanitary Manual with a leaflet of essentials. | |
| | | | 11. Malnad Improvement Scheme. | |
| | | 6. Prisons. | 12. Development of Jail Industries - Khaki weaving. | |
| | | | 13. Prison reform by the introduction of<br>(1) The Borstal System,<br>(2) Juvenile reformation,<br>(3) Starting of prisoners' aid societies.<br>(4) Payment to prisoners. | |
| III. | Protection and Minor Departments - B.Miscellaneous. | 1. Muzrai. | 14. Utilising the resources of the Muzrai Department to strengthen the Department and to provide for effective control over religious and charitable institutions. | |
| | | | 15. Reorganisation of the Muzrai Department. | |
| | | 3. Government Gardens & Museum. | 16. Development of the Museum. | |
| | | 5. Meteorology. | 17. Improvement of the system of rainfall registration in Mysore. | |
| IV. | Technical. | 1. Public Works. | 1. Measures for the more economical distribution of water. | |
| | | | 2. Cauvery award and second stage of Cauvery Reservoir. | |
| | | | 3. Cultivation under Marikanve. | |
| | | | 4. Special questions with the Madras Government relating to rates on extra power generated with the aid of reservoir water and the extension of main agreement in perpetuity or up to 99 years. | |

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| Sl. No. | Division. | Department. | Subjects. | Remarks. |
|---|---|---|---|---|
| IV. | Technical. | 1. Public Works. | 5. Collection of Hydraulic and Irrigation statistics. | |
| | | | 6. Planting of trees on channel banks. | |
| | | 2. Electrical. | 7. Development of power demand to meet possible failure of Gold Mines. | |
| | | | 8. Encouragement of the use of small motors for home industries. | |
| | | | 9. Training of local electrical contractors. | |
| | | 3. Railways. | 10. Further railway programme for the next five years. | |
| | | | 11. Preparation for working Mysore-Arsikere line and resumption of branch lines. | Railway Committee. |
| | | | 12. Settlement of special questions with the M. & S.M. Railway Company. | |
| | | | 13. Port facilities on the West Coast. | |
| | | | 14. Improving Railway earnings. | |
| | | 4. Mines and Geology. | 15. Training of Geological apprentices. | |
| | | | 16. Investigation and development of the underground resources of the State. | |
| | | | 17. Revision of the terms with the Mining Companies. | |
| | | | 18. Improvement of revenue from the existing mining industry. | |
| V. | Development Moral & Material. | 1. Organisation of Economic work by Govt. and the people including Economic Confee. work. | 1. Establishing museums in District headquarter towns. | |
| | | 2. Industries & Commerce. | 2. State aid to industries. | |
| | | 4. Education. | 3. Compulsory Education scheme. | |
| | | | 4. Education of backward communities. | |
| | | | 5. Scheme for the grant of annuities to eminent oriental scholars & artists | |

G.R.S. III—3]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

The files on original connected with the O & D Scheme are put-up as required.

Dane
3/11

Seen & returned with thanks
Secured meanwhile
as it contains a complete ... file
4/11

7.11

*N.B.*—Should routine notes be written on small-slips, the notes must be copied, or slips pasted on this form.